

NASPNCLA INSTRUCTION 4570.1D

Subj: REQUISITIONING AND DISPOSAL OF EXCESS GOVERNMENT-OWNED PROPERTY

Ref: (a) DOD 4160.21
(b) NASPNCLAINST 7322.1E
(c) DOD Manual 4000.25-1-M APP A3/A4

Encl: (1) Turn-In Document (DD 1348-1) Entries
(2) Pick-Up Document (DD 1348-1) Entries
(3) Turn-In and Pick-Up Document Entries (1348-1A)
(4) Example of an Authorization Letter

1. Purpose. To issue policy and procedures on requisitioning and disposing of excess government-owned property or material to the Defense Reutilization and Marketing Office (DRMO) under guidelines listed in reference (a).

2. Cancellation. NASPNCLAINST 4570.1C

3. Background. Government-owned property (including scrap) shall be reutilized or disposed of in a manner that ensures maximum use to satisfy valid needs, permits authorized donations, obtains optimum monetary return to the U.S. Government for property sold, protects the environment, and minimizes the need for abandonment or destruction.

4. Policy

a. The policy of the Department of Defense and the Department of the Navy, as expressed in reference (a), is to promote and ensure effective conservation and utilization of government-owned property for reasons of economy. In compliance with this policy, all Department Heads, Special Assistants, and tenant activities should encourage the use of available excess material and equipment to the maximum extent practicable in lieu of new procurement. Qualified personnel should visit the local DRMO periodically and review excess items for possible use. Many items, by conscientious screening, may be obtained to fill local requirements, resulting in savings to the government.

b. All material acquired by this command is government-owned property and is for official use only. Per reference (b), strict custody control procedures must be maintained in an auditable manner to ensure accountability.

c. All excess government-owned property having a utilization or sales value will be delivered to the DRMO, NAS Pensacola, Central Receiving, Building 2666, and will not be destroyed or abandoned. Material designated as scrap will be delivered to the Scrap Yard, Building 455.

d. Reference (a) provides procedures, codes, priorities, and uniform formats of the Military Standard Data System, Military Standard Requisitioning and Issue Procedures (MILSTRIP), Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), etc., which shall be used to the maximum extent possible in all property reutilization transactions.

e. All government-owned excess property turned in or picked up/requisitioned from the DRMO must be accompanied by a properly prepared DD 1348-1A (enclosures (1) and (2)), that has been reviewed and processed by Supply Department personnel. The DRMO will not accept DD 1348-1A for UIC N00204 if not signed by NAS Pensacola Supply Officer or designated representative. A minimum of five legible copies are required by DRMO.

f. Reference (c) directed discontinuance of 1348-1A effective 1 December 1996; however, DLA Headquarters issued revised guidance to all DRMO regional centers to accept 1348-1A until 1 January 1998. Customers should order only 1348-1A from this point on. Entries for the 1348-1A are listed at enclosure (3).

5. Definitions

a. Defense Reutilization and Marketing Office (DRMO). The Defense Logistics Agency (DLA) organizational entity having accountability for and control over disposable property.

b. Disposal. The process of reutilizing, transferring, donating, selling, destroying, or other ultimate disposition of excess government-owned property.

c. Disposal Authority Code. An Alpha code entered in record position (rp) 64 of DD 1348-1A to indicate that the item being transferred to a DRMO is authorized to be transferred because of instruction of the Inventory Control Point (ICP) relayed through the Material Returns Program or other proper authority.

d. Precious Metals. Gold, silver, and the platinum group metals (platinum, palladium, iridium, rhodium, osmium, and ruthenium).

e. Property. Any government-owned property purchased with appropriated or nonappropriated funds.

f. Salvage Property. Government-owned property which has some value in excess of its basic material content, but is in such condition that it has no reasonable prospect for use as a unit for the purpose for which it was originally intended. The possibility of its repair or rehabilitation for use as a unit is impracticable.

g. Scrap. Material that has no value except for its basic material content.

h. Supply Condition Code. An Alpha code used to classify material in terms of readiness for issue and use, or to identify action underway to change the status of material.

i. Surplus Property. Excess property which has been determined not required for the needs and the discharge of responsibilities of a Federal Agency.

6. Scope. This directive applies to all NAS Pensacola Department Heads, Special Assistants, and tenant activities without an accountable officer assigned, submitting documents to DRMO and using Unit Identification Code (UIC) N00204.

7. Responsibility

a. Supply Department DRMO Representative shall:

(1) Administer Defense Reutilization program for NAS Pensacola Department Heads, Special Assistants, and tenant activities with no accountable officer.

(2) Review each DD 1348-1A (DOD Single-Line Item Release/Receipt Document) prior to signature for compliance with directives standards in reference (a).

b. Department Heads, Special Assistants, and tenant activities initiating DD 1348-1A's to any DRMO shall:

(1) Designate, in writing, individuals authorized to sign DD 1348-1A for your office. Forward a copy of memo (see enclosure (4)) to Supply Department, Code 19111, Building 3644. Memo must be kept current, forwarding changes as they occur. Do not send memoranda or letters to DRMO. Supply Department is the point of contact on all DRMO matters for NAS Pensacola Department Heads, Special Assistants, and tenant activities with no accountable officer.

(2) Prepare an original and five legible copies of all DD 1348-1A's for your office. Forms must be typed and signed by Department Head, Special Assistant, or designated representative. Ensure all pertinent directives are followed and associated documentation maintained. Forms not signed will be returned to originating office.

(3) Contact DRMO personnel at 452-8275 to make an appointment to turn in excess property.

(4) Route DD 1348-1A via Supply Department DRMO Representative, Code 19111, Building 3644, phone 452-9113, for further review and processing.

(5) Ensure personnel picking up from or turning in material have a current civilian/military personal ID card issued by a DOD activity and a properly prepared DD 1348-1A that has been signed and stamped by authorized Supply Department personnel.

(6) Furnish a signed original receipt of the DD 1348-1A to Supply Department, Code 19111, Building 3644, within 2 days of turn-in/pick-up. Photo copies are not acceptable.

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(7) Ensure there is a proper division of functional responsibility; i.e., the person picking up the property should not be the same person accountable for the property.

c. Turn-in of Hazardous Waste or Material; Pick-up/Requisitioning of Hazardous Material:

(1) All activities aboard NAS will turn in all hazardous waste or material to the Hazardous Material Control Center (HAZMAT), phone 452-43838 or 452-8514. The HAZMAT and/or Environmental Office will determine what hazardous material will be turned in to DRMO.

(2) The HAZMAT and/or Environmental Office is responsible for determining the condition of HAZMAT and will make the determination as to the disposition of material.

(3) All cognizant actives that are in the Supply Department Hazardous Material Program will requisition all their requirements through HAZMAT. Ensure the hazardous material is authorized to use in the requesting work center. If the requested hazardous material is not on the authorized user list (AUL), contact the NAS Safety Office at 452-2121 for authorization.

(4) All activities aboard NAS who are not in the Supply Department HAZMAT Program will be required to prepare the DD 1348-1/1A through the Supply Department's DRMO representative, 452-9113, to draw material from DRMO.

8. Forms. DD 1348-1A, Issue Release/Receipt Document (IRRD), NSN 0102-LF-016-4100, is available through normal supply channels.

J. M. DENKLER

Distribution:

B C D
(NASPNCLAINST 5216.1R)

Stocked:

Commanding Officer
NAS Pensacola
190 Radford Blvd
Pensacola, FL 32508-5217

TURN-IN DOCUMENT (DD 1348-1A) ENTRIES
 DD 1348-1A, DOD Single-Line Item Release/Receipt Document
 (Ref: DOD 4000.25-1-M)

<u>Item</u>	<u>Record Position (rp)</u>	<u>Identification or Source Data</u>
Document Identifier Code	1-3	Leave blank.
Routing Identifier Code	4-6	Leave blank.
Media and Status Code	7	Leave blank.
Stock or Part Number	8-22	The stock or part number, or best available identifying data to include the FSC.
Unit of Issue	23-24	The unit of issue of the stock or part # being turned in.
Quantity	25-29	The quantity being turned in to DRMO
Document Number	30-43	Follow your department's procedures.
Suffix Code	44	Leave blank.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Leave blank.
Distribution Code	54	Leave blank.
Retention Quantity	55-61	Leave blank.
Precious Metals Indicator Code	62	Enter applicable code (DOD 4000.15-1-M, Appendix B28).
ADPE Identification Code 4000.25-1-M, Appendix B29).	63	Enter applicable code (DOD
Disposal Authority Code	64	Enter applicable Disposal Authority code(see DOD 4000.25-1-M, Appendix B26).

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Demilitarization Code	65	Code assigned as required by DOD 4160.21-M-1. (Note: When demilitarization has been accomplished before transfer to a DRMO, the demilitarization certification as required by DOD 4160.21-M-1 must be reflected in blocks W-Y).
Reclamation Code	66	Enter Code "Y" if reclamation was performed prior to release to DRMO. Enter Code "R" if reclamation is to be performed after turn in to DRMO. Enter Code "N" if reclamation is not required.
Routing Identifier Code	67-69	Leave blank.
Ownership Code	70	Leave blank.
Supply Condition Code	71	Enter applicable code (see MILSTRIP, Appendix B18).
Management Code	72	Leave blank.
Screening Code	73	Leave blank.
Unit Price	74-80	Enter the unit price for the stock/part number shown in rp 8-22.

Blocks

Entries

A Enter your department's address, include UIC, e.g.:

N00204 CO, NAS PENSACOLA
SUPPLY DEPARTMENT, PLANNING DIVISION
CODE 19100, BUILDING 624
190 RADFORD BLVD
PENSACOLA, FL 32058-5217

B Enter DRMO Pensacola's address, include their DODAAC:

SY2364 DRMO PENSACOLA
U.S. NAVAL AIR STATION
PENSACOLA, FLORIDA 32508-7404

- C Insert HM, if turn-in is hazardous material or HW if turn-in is hazard waste.
- D The category identifying the property as requiring special handling by disposal. These categories are not readily identified by individual nomenclature and must be entered "in the clear" in this block. The listing below is an example of the various categories:
- Contractor Inventory
 - Industrial Fund Property
 - Red Cross Property
 - Nonappropriated Fund Property
 - Recycling Program Property
- E The extended value of the transaction.
- F-S Leave blank.
- T-Y Enter as much descriptive information as possible; e.g., item name, manufacturer, model number, serial number, property number.
- 1 Enter point of contact name and phone.
- 2-10 Leave blank.
- AA-GG 1. Enter reason for turn in.
2. Enter "RECYCLABLE MATERIALS PROCEEDS TO 17F3875.624M 007 00204 0 068566 3C (5)R1BCY"
- Note: The number in "()" changes with fiscal year.
3. Enter "I CERTIFY THAT THIS MATERIAL MEETS ALL APPLICABLE QUALIFICATIONS OF THE DOD RRRP PROGRAM AND IS NOT STRATEGIC LIST OR MUNITIONS LIST ITEMS REQUIRING DEMIL."
4. Enter the name and title of the individual who is authorized to sign (see enclosure (1)).
- 11-15 Leave blank.

PICK UP DOCUMENT (DD 1348-1A) ENTRIES
DD 1348-1A, DOD Single Line Item Release/Receipt Document
(Ref DOD 4000.25-1-M)

<u>Item</u>	<u>Record Position</u>	<u>Identification or Source Data</u>
Blank	1-7	Leave blank.
Stock or Part Number	8-22	The stock or part number being picked up.
Unit of Issue	23-24	The unit of issue of the stock or part number being picked up.
Quantity	25-29	The quantity being picked up from DRMO.
Document Number	30-43	Follow your department's procedures.
Blank	44-50	Leave blank.
Signal Code	51	Enter "A"
Fund Code	52-53	Enter "2S"
Blank	54-73	Leave blank.
Unit Price	74-80	Enter the unit price supplied by DRMO.

Blocks

Entries

A Enter the DRMO address where the item will be picked up (e.g.):

DRMO EGLIN
EGLIN AFB, FL 32542-5000

DRMO KEESLER
KEESLER AFB, MS 39534-5006

DRMO PENSACOLA
U.S. NAVAL AIR STATION
PENSACOLA, FL 32508-7404

B Enter your department's address, include UIC:

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N00204
CO, NAS PENSACOLA
SUPPLY DEPARTMENT, PLANNING DIVISION
CODE 19100, BUILDING 624
190 RADFORD BLVD
PENSACOLA, FL 32058-5217

C-D Leave blank.

E Extended value of the transaction.

F The location from which material is to be selected.

G-S Leave blank.

T-Y Enter as much descriptive information as possible.

1 Enter point of contact name and phone.

2-10 Leave blank.

AA-GG Enter:

 1. Reason for pick up.

 2. The name of the individual who is authorized to
 sign.

11-15 Leave blank.

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DEPARTMENT OF THE NAVY
NAVAL AIR STATION
PENSACOLA, FL 32508-5217

Code _____
(Date)

MEMORANDUM

From: Department Supervisor
To: Supply Officer (Code 19112), NAS Pensacola
Subj: LIST OF INDIVIDUALS AUTHORIZED TO SIGN DD 1348-1A TO DRMO
Ref: (a) NASPNCLAINST 4570.1D

1. Per reference (a), the following list of personnel are authorized to sign DD 1348-1A to the Defense Reutilization and Marketing Office (DRMO) for the Department:

<u>NAME/TITLE</u>	<u>PHONE</u>	<u>SIGNATURE</u>
J. W. SUPER, LCDR	452-1234	
A. B. MILLER, MSCS	452-5678	
C. D. WILLS, ADMIN BR OFCR	452-9112	

E. F. HOLLOWS